

FOR OFFICIAL USE ONLY

PIC/D-38-59

13 February 1959

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MEMORANDUM FOR: Photographic Intelligence Center Consultants

SUBJECT: Building Security Requirements for Consultants

1. As technical consultants to the Central Intelligence Agency you have been accorded a special security clearance for access to certain classified data and restricted areas within the Photographic Intelligence Center. Operations at the Center are compartmentalized on a strict "MUST KNOW" basis, therefore, general access to all areas is RESTRICTED. The green consultant's badge entitles the bearer to unescorted access to all unvaulted areas in the Stewart Building during regular working hours (0830 - 1700 hours, Monday through Friday.) Access to vaulted areas is by arrangement through the Executive Officer or the Liaison Officers assigned to the group.

2. The green consultant's badge does NOT entitle the bearer to act as escort in the Stewart Building for other persons. You will be issued a personal "ID" card to retain only during your tenure of service in this building. This card will be exhibited to the Building Guard and Receptionist when entering or leaving the building.

3. A health room, where aspirin and first aid materials are available, is located in Room 726. The key is available at the Administration Office - Room 619.

4. The main stairway should be used in any emergency evacuation of the building. Elevators do not run during an emergency evacuation. You are requested to read the building emergency evacuation regulations at your earliest convenience. Copies will be made available to you by the Director's secretary.

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6. For any required support not specifically arranged, please contact the Executive Officer or the Liaison Officer assigned to the group.

7. Any work to be accomplished at other than regular working hours (0830 - 1705 hours, Monday through Friday) should be arranged in advance as an employee escort is required. Off-hour (including week-end) entry to the building also requires special advance arrangements. The Executive Officer or assigned Liaison Officers will make arrangements for such situations at your request.


Executive Officer, PIC

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